



Administrative Policies and Procedures: 28.2

Subject:	Maintenance of Physical Plant of DCS Group Homes
Authority:	TCA 37-5-101; 37-5-102; 37-5-105; 37-5-106
Standards:	ACA: 3-JCRF-2B-02, 3-JCRF-2C-03, 3-JCRF-2C-07, 3-JCRF-2E-03, 3-JCRF-3A-10, 3-JCRF-3A-11DCS ; COA: ASE- 6.05; GLS- 13.01, 13.02, 13.03, 13.04, 13.05; DCS Practice Standards - 8-306
Application:	To All Department of Children's Services Group Home Supervisors, Employees, and Youth

Policy Statement:

Each DCS group home supervisor shall ensure that his/her facility is maintained in a good state of repair and that such facility receives daily maintenance in order to promote the safety and good health of youth, visitors, and employees.

Purpose:

To ensure a process for regular care and inspection of equipment (i.e., power generators, standby lighting systems, batteries, fire fighting apparatus, communications systems, and alarms, etc.) that is essential for safe and efficient operations and provide a healthy, non-institutional, homelike environment for DCS Group Home youth.

Procedures:

A. Development of the housekeeping and maintenance plan	<p>The DCS Group Home supervisor will:</p> <ol style="list-style-type: none">1. Develop a housekeeping and maintenance plan that ensures the facility is clean and that the facility, grounds, furnishings, and equipment are maintained.2. Include in the housekeeping and maintenance plan a schedule of chores for youth and staff to perform concerning the required cleaning and maintenance of the facility, grounds, and equipment.3. Visually inspect the condition of the structure and grounds daily and schedule corrections of any deficiencies found in the cleanliness or hygienic condition of the facility.
B. Coordination of repairs to the facility - <u>Leased Facilities</u>	<ol style="list-style-type: none">1. The DCS group home supervisor will determine whether the damage/malfunction occurred as a result of normal usage, accident, or abuse by the staff or youth. If staff or youth did not cause the damage, the property owner will be responsible for repairs and will be notified by the DCS group home supervisor within two (2) working days.

	2. If staff or youth caused the damage, the DCS group home supervisor will ensure that such damage/malfunction is repaired as soon as possible.
C. Maximum occupancy	The Department of Children's Services will operate DCS Group Home facilities that house no more than sixteen (16) youth in each housing unit.
D. Decorations	Each DCS group home supervisor will outline in the youth handbook the guidelines for youth in decorating their rooms. The guidelines will be reviewed annually along with the review of the youth handbook.
E. Laundry	Each DCS group home will have one (1) operable washer and dryer for every sixteen (16) youth or provide access to laundry capabilities.
F. Visitation/ access to recreation space	Each DCS group home will provide adequate and appropriate space for visitation and recreation programs.
G. Sleeping rooms	Adults must never share a sleeping room with a youth. Supervision of youth on suicide watch will be conducted as outlined in DCS policy <u>19.1, Suicide/Self Harm Intervention</u> . Male and female youth must never <u>share</u> a sleeping room.

Forms:	None
Collateral documents:	<i>None</i>